

**Boards and Commissions Vacancy Report**  
**March 2014**

*We strive for Boards and Commissions with composition  
that reflects the rich diversity of Annapolis.*

*We encourage individuals to apply without regard to their political or religious  
opinion, race, religion, color, age, gender, marital status, national origin, physical or  
mental disabilities, veteran status or sexual orientation.*

**1 Vacancy on the Annapolis Conservancy Board**

**Requirements:** Residents with interest in the preservation and conservation of land & water resources.

**Duties:** Solicit the dedication of properties, real and personal, to the City; administer and manage said properties; encourage the preservation of environmentally sensitive land; further implement the goals for improving water quality; provide for the development of additional recreational resources of the City.

**1 Vacancy on the Art in Public Places Commission**

**Requirements:** Members must be city residents and preference goes to those in currently unrepresented wards (in this case wards 3 or 5)

*The Chair is seeking applicants with administrative skills. This board would also greatly benefit from an individual with grant writing experience.*

“There is established a fund for the purpose of collecting and retaining funds from public and private sources for the display of art in public places in the City of Annapolis, for the production of performing arts and for the advancement of works of art in general to be known as the arts fund. Subject to the appropriation of funds by the City Council, said fund may be credited with one-tenth of one percent of the general fund revenues and all funds received by the City for the arts, including visual art in public places, the performing arts and works of art, whether contributed, earned, secured through grants or otherwise obtained. Monies credited to such account shall be expended for acquisition of works of art, maintenance and repair of works of art, production of the performing arts, support of works of art and expenses of administration of this chapter.”

## **I Vacancy on the Building Board of Appeals**

**Requirements:** The Building Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the City.

**Duties:** To hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of this Code

## **Vacancies on the Commission on Aging**

**Requirements:** Residents of the City of Annapolis who have demonstrated a sincere interest in the problems of the aging and their amelioration.

**Duties:** The purpose of the commission is to provide advice regarding problems of aging and to conduct and participate in Federal, State or other conferences, surveys and studies concerning the problems of the aging as it may determine, and, in addition, to promote in every manner possible the general welfare and betterment of the aging persons of the City.

## **1 Vacancy on the Civil Service Board**

**Requirements:** Residents of the City of Annapolis.

### **Duties:**

- Classifying and establishing minimum qualifications for all civil service positions;
- Making recommendations to the City Council as provided in this chapter;
- Making recommendations to the appointing authorities and City Council designed to promote the morale and training of the civil service employees;
- Hearing and deciding all appeals from civil service employees as provided by [Chapter 3.16](#) of this Code, intolerable working conditions and other such areas as enumerated in the civil service rules;
- Approving job descriptions for all civil service positions after City Manager and Director of Human Resources review. Any approved job description with financial implications shall be subject to funding approval through the budget transfer process defined in [Section 6.16.020](#) of the City Code.

## **1 Vacancy on the Education Commission**

We are seeking a candidate from Ward 4

**Requirements:** One resident from each of the eight Wards of the City and an additional four at-large members who reside in the Annapolis cluster schools as defined by Anne Arundel County Public Schools and possess a demonstrated interest or expertise in education. Such residents and at-large members shall include public and private educators at any level of education, active members of parent/student/teacher organizations, student advocates, and active members of organized groups demonstrating a strong interest in education.

**Duties:** The purpose of the Education Commission shall be to make recommendations to the Anne Arundel County Board of Education and the Superintendent and to the State Board of Education concerning the Annapolis School feeder system, serve as the primary liaison between City and the County Board of Education and elected officials, and work with other governmental, private, and non-governmental organizations to obtain educational opportunities, resources and facilities for the citizens of Annapolis.

## **2 Vacancies on the Environmental Commission**

**Requirements:** Must be a resident of the city and have demonstrated an interest in protection and improvement of the environment.

Duties:

- The Commission shall be concerned with the protection and improvement of and the noise in the City and environs, and the recycling or the reuse of solid wastes. The environmental quality of the City and environs. It shall study the pollution of the land, air and waters.
- The Commission shall make recommendations, to the City Council and others, as outlined in Section 2.48.330(H), determining the source of these problems, collecting information about solutions to these problems, educating the public (and individuals or organizations who are the source of particular problems) concerning their relations to the problems and their relation to the solutions.
- The Commission shall review and comment in a timely manner to the Mayor and City Council on all matters submitted to it under Section 2.48.410.
- The Commission shall prepare an annual report of its activities and its recommendations for the next year.
- The Commission shall make recommendations to, consult with and prepare reports for the Director of Neighborhood and Environmental Programs as requested by the director.
- The Commission shall have other and further duties and powers as may be conferred upon it.

### **1 Vacancy on the Ethics Commission**

**Requirements:** Must be a resident of the city

**Duties:** To enforce financial disclosure requirements, to conduct information programs and disseminate ethical requirements, to investigate conflict of interest violations, to issue advisory opinions and to maintain certain reports and statements.

### **1 Vacancy on the Public Safety Disability Retirement Board**

**Requirements:** Individual who is familiar with the workings of the retirement system.

**Duties:** The Public Safety Disability Retirement board shall conduct a hearing on the record to review and decide all appeals from Police and Fire Department Service Connected Disability Retirement Pension decisions made by the Human Resources Director. Appeals from decisions of the Public Safety Disability Retirement Board may be made to the Circuit Court for Anne Arundel County pursuant to Maryland Rules, Title 7, Chapter 200 or its Successors.

### **1 Vacancy on the Financial Advisory Commission**

**Requirements:** Demonstrated knowledge of public finance.

**Duties:** To advise the mayor and aldermen/alderwomen on financial issues. These issues shall include, but not be limited to, the review of collective bargaining agreements prior to execution and an annual report on the amount of public debt the City may incur without jeopardizing its bond rating.

## **1 Vacancy on the Human Relations Commission**

**Requirements:** Residents of the City of Annapolis who have demonstrated an interest and have acquired experience in matters relating to human concerns in the City

### **Duties:**

- Accept complaints relating to discrimination and refer the complaints to appropriate authorities;
- Arrange for public hearings and survey current practices and conditions relating to the treatment of citizens in areas of public accommodations, employment, housing, recreation, education and other human relations areas;
- Make recommendations to appropriate authorities and propose legislation with regard to human relations practices and conditions;
- Conduct program for the purpose of informing the general public regarding matters of human relations and of bettering human relations within the community;
- Act as a mediator to resolve disagreements in matters of human relations;
- Coordinate activities with and utilize the resources of other public and private human relations bodies;
- Perform other duties and functions as may be specified by the City Council from time to time.

## **2 Vacancies on the Planning Commission**

**Requirements:** Residents of the City who have a demonstrated interest with regard to planning policy and with regard to land use matters and procedures of the City.

### **Duties:**

- Review all proposed amendments to this Zoning Code and Zoning Map and to report to the City Council its findings and recommendations in the manner prescribed in this Zoning Code, [Chapter 21.32](#) and [Chapter 21.34](#)
- Receive the Planning and Zoning Director's recommendations related to the effectiveness of this Zoning Code and report its conclusions and recommendations to the City Council not less frequently than once a year.
- Hear and decide applications on planned developments pursuant to the provisions of Zoning Code [Chapter 21.24](#)
- Execute all powers conferred to Planning Commissions under Article 66B of the Annotated Code of Maryland.
- On referral by the Director of Planning and Zoning of a major site design the Planning Commission shall hold a public hearing and make recommendations.
- On referral by the Director of Planning and Zoning on structures greater than 3250 square feet in R2-NC zoning districts the Planning Commission shall hold a public hearing and make recommendations.